

EXHIBIT A SCOPE OF WORK/WORK PLAN FORMAT

1. Scope of Work/Work Plan – FY 2016-17

Requested Grant Funds in Fiscal Year 2016-17: \$180,000

Program/Project Summary: SLO Noor Clinic – Healthcare for the Uninsured

The SLO Noor Clinic, a licensed **free clinic**, will continue its' mission to provide uninsured SLO County residents (age 18 to 64) with access to quality healthcare – *primary care exams/treatments, vision, dental, physical therapy, health education, and auxiliary services* – with an emphasis on preventative care and chronic illness management. By evaluating and treating patients via these **multiple perspectives**, our aim is to contribute to the overall health and wellness of the population we serve and to help reduce healthcare costs countywide. It is **anticipated that 2016/17 will see an increase in patients served**. To facilitate quality care, we'll dedicate energy to strengthening our administrative infrastructure/systems to maintain a high level of sophistication, capacity, and efficiency.

Goal/Objective	Major Tasks (in order to achieve goal)	Timeline
Continue to provide primary care exams/treatments, vision care, dental care, physical therapy, health education & auxiliary services.	A. 90% (or more) of patient care team to be volunteers B. Continue current discounted rate arrangements for diagnostic screening, specialty procedures, optical and dental lab services that cannot be performed on site. C. Retain current & recruit new in-house volunteers & specialists (medical/vision/dental).	A. 100% to date (& to be ongoing) B. 100% to date (& to be ongoing) C. 100% to date (& to be ongoing)
Add new services based on determination/evaluation of unmet needs within the population we currently serve.	A. Expand medical appointment availability from Tues.-Sat. to also include Mondays. B. Conduct discussions of add'l. ideas & strategic planning.	A. Target start: Later half of 2016 B. On-going
Explore ways to further decrease the wait list for dental care.	A. Continue discussions begun in 2015.	A. Report findings to Board before summer of 2016 and then on-going.
Increase outreach activities to publicize services available – with emphasis on the Latino and farm worker populations and users of ERs for non-emergencies. Include ACA enrollment option information.	A. Continue memberships to Latino organizations. B. Schedule presentation opportunities for 2016/17 C. Produce materials to aid outreach.	A. Ongoing B. Ongoing C. Ongoing
Continue or expand collaborative relationships with other service providers.	A. Continue or expand programs for health education with FHMC B. Continue or expand collaboration with APA for patient prescription assistance. C. Evaluate how well the new (Marion	A. Ongoing B. Ongoing C. Target: July 2016 D. Ongoing

	Hospital) residency training experience at SNC program went. Renew for another 6 months? D. Cultivate new opportunities	
Identify/secure current and additional sources of revenue	A. Contribute to Endowment Fund B. Continue participation in compensated clinical trials/medical testing for Discovery Life Science. C. Renew sublease for Tolosa Children's Dental Program. D. Solicit collaborations, corporate sponsors, Miracle Thousand plan donors, & attendees for repeat & new Fundraising events.	A. Target: Continue annual contribution first quarter yearly. B. Ongoing C. Ongoing D. Ongoing

Program/Project OUTPUTS:

See "Project/Program Information" Sheets for details on 2014 statistics.

Output Measures:

- Medical professionals will provide a total 4,200 (or more) patient encounters during a 12-month period.
- 300 (or more) patients will receive physician, optometrist or dentist-advised diagnostic testing and/or specialty procedures not currently available on-site at clinic.
- 1200 (or more) lab tests will be conducted during a 12-month period.

Data will be collected on:

- The number and type(s) of health education given to patient/family seen at our clinic
- The number of referrals sent to sub-specialist and what kind of specialist was needed
- And data will show medication assistance stats as provided by Alliance for Pharmaceutical Access (APA)

Program/Project OUTCOMES:

We will measure the effectiveness of our program with these goals in mind:

- 5% (or more) increase in total number of patients served in July-Dec. 2016 compared to 2015 figures
- 75% of our in-house lab testing/sampling costs will be lower than local "market rate"
- 80% of clinic patients will not seek primary care at a hospital ER unless physician advised
- 100% of patients will receive health education related to their clinic visit
- 100% of patients will receive services at no charge.
- 85% of respondents of patient satisfaction surveys will rank the clinic's performance as "highly favorable."

Request for Application - FY 2016-17
PROGRAM BUDGET REQUEST FORM

	Project Expense	Grant Budget Requested	Other Funding Available* Amt. & Source
I. PERSONNEL EXPENSES (associated with the proposed project)			\$27,872
Nurse Practitioner – 20hrs/wk (\$4,333/mo. x 12)	\$ 52,000	\$14,000	\$25,150
Physician Asst. – 8hrs/wk (\$1,629/mo. x 12)	\$ 19,552	\$ 6,000	\$ 2,000
Clinic Asst. – 8hrs/wk (\$694/mo. x 12)	\$ 8,320		\$ 3,500
Dental Asst./Off. Mgr.— 40hrs.wk (\$3,640/mo. x 12)	\$ 43,680	\$ 7,000	\$227,451 NS
Dental Asst. – 10hrs/wk (\$867/mo x 12)	\$ 10,400	\$ 2,000	
<i>Admin/Managerial:</i>			
Exec. Dir. – 40 hrs/wk (\$8,333/mo. x 12)	\$100,000		
Clinic Mgr. – 40 hrs/wk (\$4,000/mo. x 12)	\$ 48,000		
Admin. Asst. – 8 hrs/wk (\$520/mo. x 12)	\$ 6,240		
Office Tech – 20 hrs/wk (\$1040/mo. x 12)	\$ 12,480		
Payroll Tax & Fees	\$ 14,301		
<i>(We project Volunteer hours value @ \$400,000+/yr)</i>			@
Subtotal – Personnel Expenses	\$314,973	\$ 29,000	\$285,973
II. OPERATING EXPENSES (associated with the proposed project)			\$ 3,128
Patient Care Expenses	\$144,800	\$85,000	\$ 1,500
Supplies (Est. : \$57,000)			\$18,235
Maintenance/Repair – Medical (Est. \$400)			\$ 3,000
Hazardous Waste Disposal – (Est. \$2,400)			\$ 6,500
Diagnostics/Specialty Treatments (Est. \$85,000)			\$27,437 NS
Possible breakdown, but these are estimates:			
100 Mammograms (Avg. \$210 ea = \$21,000)			
120 X-rays (Avg. \$174 ea = \$20,880)			
10 Colonoscopies (Avg. \$2,758 ea = \$27,580)			
27 PSAs (Avg. \$80 ea = \$2160)			
11 CT Scan: Neck/Pelvis/Spine (@\$1,216=\$13,376)			
Core Operating Expenses		\$34,503	
Rent	\$ 48,780		\$ 4,000
Professional Fees	\$ 51,600		\$20,000
General Operating Expenses	\$ 20,085		\$ 3,600
			\$26,865 NS
Subtotal – Operating Expenses	\$265,265	\$119,503	\$114,265
VI. INDIRECT @10% OF PAID PERSONNEL		\$ 31,497	
Total Grant Project Expenses	\$580,238	\$180,000	\$400,238

Note: The majority of 2016-17 CBO/PHG funding would be spent in 2017 as funding historically released in Fall. At this time, repeating 2016 budget line items for 2017 is a probable forecaster.

* **BUDGET NARRATIVE:**

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PERSONNEL: *For patient healthcare providers:* To best align personnel with the health needs of our current & future patient population, a paid Nurse Practitioner position has been added (.5 FTE) budgeted @ \$52,000/yr beginning 1/1/16 and the Physician Asst. position (shifted from .5 FTE to .2 FTE beginning 1/1/16) is budgeted @ \$19,552/yr. Dental Asst./Office Mgr. (continues as 1 FTE) and is budgeted @ \$43,680/yr. Dental Asst. hired 8/2015 is budgeted @ \$10,400/yr. (& continues as .2 FTE). *Administrative/Management Positions:* The Executive Dir. (1 FTE) is budgeted at \$100,000/yr. Hired 8/1/15 as .75 FTE; approved as full time beginning 1/1/16 as daily operation responsibilities have grown. Clinic Mgr. (continues as 1 FTE) budgeted at \$48,000/yr. As part of the re-appropriation of job descriptions, former Clinic Administrator (.75 FTE) position to now be composed of Admin. Asst. (.2 FTE) budgeted @ \$6,240/yr + Office Tech (.5 FTE) budgeted @ \$12,480/yr + Clinic Asst. (.2 FTE) budgeted at \$8,320/yr. This breaks down the former Administrator job description into 3 sections (with varying amounts of skill levels required for each) & creates an opportunity for cross training to cover vacations, etc. The total for paid personnel is \$314,973 including payroll taxes/fees. Note: Without our volunteers, total payroll expenses would be more than double this amount. We request \$29,000 for healthcare personnel: (NP = \$14K; PA = \$6K; DA/Office Mgr = \$7K for the DA/Office Mgr. & the other DA = \$2K). Additional funding to come from grants secured from CVS Caremark/NAFCC (\$27,872), Dignity Health (\$25,150), United Way (\$2,000), City of SLO (\$3,500). The balance of \$175,905 to come from pending grant applications & SLO Noor Foundation (donations, fundraisers, and corporate sponsorships) and a portion of the \$31,497 "INDIRECT" as needed.

OPERATING EXPENSES: **Patient Care Expenses:** We remain a free clinic, so there is no revenue received from patients. However, there are costs for us to provide patient care to current patients & new patients. Note: as individual patient age, health status and history as evaluated by the medical team will determine actual type and number of services, procedures, tests, supplies, and equipment needed during the budget period, *we ask for flexibility to our proposed subcategory breakdown which follows:* \$57,000/yr for **Supplies** (lab test kits, dental compounds, eyeglass lens fabrication, gauze, syringes, dental hand tools, drills, etc.); \$400/yr for **Maint/Repair** (equipment calibration or repairs to existing medical equipment); \$2,400 for **Hazardous Waste Disposal** (of bloodied gauze, etc. as required by law); \$85,000/yr for **Diagnostic Screening/Specialty Procedures** which we cannot perform on-site, but are highly valuable diagnostic or treatment avenues to maintain or improve a patients' health status. (Ex: mammograms, X-rays, advanced vision procedures, etc.) The total budgeted is \$144,800 for 12 months. We request \$85,000. Balance of \$59,800 to come from grants received: CVS Caremark/NAFC (\$3,128), King David's Lodge #209 (\$1,500), Dignity Health (\$18,235); United Way (\$3,000); & Talley Farm Fund (\$6,500). The remaining \$27,437 balance to come from pending grant applications, SLO Noor Foundation (from donations, fundraising events, and medical testing/clinical studies); & a portion of the \$31,497 "INDIRECT" as needed.

Core Operating Expenses: These costs are necessary to be able provide patient care operations. **Rent:** \$48,780/yr (\$33,000/Phillips Lane; \$15,780/S. Higuera); **Prof. Fees:** \$51,600/yr (Bookkeeping, Acctng, Legal, Grantwriter, Licensing/Permits, Insurance, Fundraising Advertising) **Utilities/Phone/Internet:** \$6,500/yr; **Office Supplies/Postage:** \$3,500/yr; **Repairs/Maint. (Office):** \$1,500/yr; **Alarm Srvc:** \$300/yr; **Taxes:** \$2,575/yr; **Dues/Conferences/Travel:** \$2,100/yr; **Misc:** \$3,600. The total budgeted is \$71,685 for 12 months. We request \$34,503. The \$54,465 balance to come from grants awarded: CVS Caremark (\$20,000); Blue Shield

of CA (\$20,000); City of SLO (\$3,600) and from pending grant applications, Tolosa Children's Dental sublease of clinic space, & SLO Noor Foundation (donations, fundraisers, and corporate sponsorships.)

ACA IMPACT: No impact to our program is expected. As a free clinic, we do not require or accept insurance. And ACA has definitely enrolled County residents 2014-15, but thousands without insurance remain uninsured.